

EMERGENCY CONDITIONS LEAVE STANDARDIZED POLICY

PURPOSE: To establish the means for releasing employees from work and determining appropriate compensation when emergency conditions necessitate the closure of state offices/curtailing of operations or when conditions of a serious nature prohibit employees from reporting to work.

SCOPE: This policy applies to merit and non-merit employees subject to the executive authority of the Governor, except employees of the State Police Department.

DEFINITIONS: Emergency Conditions: Circumstances which necessitate the closing of a state facility or the curtailing of operations.

Conditions of a Serious Nature: Circumstances which may prohibit employees from reporting to work but do not necessitate the closure of facilities or curtailing of operations.

STATEMENT OF POLICY: The State Personnel Director may authorize the closing of a state facility or the curtailing of operations due to emergency conditions. When a state facility is closed or operations are curtailed due to emergency conditions, employees whose worksite is affected by the declaration of the emergency and who are not required to work shall be given leave with pay. Employees required to work during the emergency shall be granted compensatory time on an hour for hour basis for such hours worked. If conditions of a serious nature exist, but are not sufficient to close facilities or curtail operations, the appointing authority may authorize leave without pay for affected employees. Employees may elect to use vacation leave, personal leave or compensatory time to cover their absences.

The provisions of this policy shall not apply to employees on sick leave or any other prior approved leave or to any other employees who are engaged in emergency response activities, such as, but not limited to, snow removal, radio operations or emergency management.

PROCEDURES/RESPONSIBILITY: Only the State Personnel Director may authorize the closing of a state facility or the curtailing of operations due to emergency conditions. An appointing authority may only authorize unpaid leave or an employee's request to use accrued leave.

REFERENCES: IC 4-15-1.8-7(a)(1)

AFSCME Article 41

Unity Article 18 Sec. K

EFFECTIVE DATE: December 1, 1999

SUPERSEDES: Emergency Conditions Leave Policy October 1, 1997